

**Michigan Merit Examination (MME)**  
**Test Supervisor and Back-Up Test Supervisor**  
**Qualifications and Responsibilities—Spring 2009**

*The Test Supervisor and Back-up Test Supervisor must assume important professional responsibilities to protect the integrity of all secure test materials and to ensure that all examinees at their school are tested under the same conditions as examinees at every other school administering the MME.*

Qualifications and Requirements (you must meet *all* of the requirements below)

1. **Not be related to or guardian of any examinee participating in the MME with standard time anywhere in Michigan this year. (Relatives or wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.)**
2. Be proficient in English.
3. Be experienced in testing and measurement.
4. Be a staff member of the school.
5. Have control over locked, limited-access storage at the school to secure the test materials.
6. Ensure that the tests are administered in strict compliance with all policies and procedures as documented in each of three Supervisor's Manuals (one for each day of testing).
7. Not be engaged in test preparation activities for the ACT at any time during the current testing year (September 1 through August 31), except as specifically required by school contract. The normal duties of a counselor or teacher are **not** a conflict of interest, *provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.*

Primary Responsibilities

1. Newly appointed Test Supervisors and Back-up Test Supervisors must attend a mandatory half-day training workshop conducted by the Michigan Department of Education (MDE) and ACT staff to be held in October. For previously trained staff, attendance is recommended for updated information, but not mandatory.
2. Read and follow exactly all policies and procedures in each day's supervisor's manual.
3. Arrange for all students, including those testing with accommodations, to complete pre-test sections of their answer folders in a supervised session at school **before** test day. Affix bar code labels to examinees answer folders prior to test day.
4. Arrange for all students to test on the designated test dates with testing as the first activity of the morning. All room supervisors must begin reading the Verbal Instructions **no later than 9:00 a.m.**
5. Make arrangements for test rooms that meet standard testing requirements, including uncrowded seating facing the same direction, manageable security, good lighting and ventilation, adequate writing surfaces, and required space between examinees.
6. Ensure test rooms are free from distractions during the test session(s) (bells, public address system turned off, etc.) and separated from regular school activities.
7. Ensure standard time enrollment figures have been provided to ACT.
8. Receive, check-in, and ensure security of test materials from receipt until return. Take steps to protect materials from damage, theft, or loss, and from conditions that could allow prior access to the tests.
9. Identify a sufficient number of qualified assistants to serve as room supervisors and proctors. One room supervisor is required per room, plus one proctor for every 25 examinees in the room after the first 25. All testing staff must be proficient in English, may **not** be involved in ACT test preparation outside of normal school duties, and may not be enrolled in high school. No room supervisor or proctor may assist in a room where a relative is testing.
10. Conduct training for all testing staff before the test dates, including a complete review of each day's supervisor's manual.
11. Ensure all testing staff remain attentive to testing responsibilities throughout the entire administration, including accurate timing and monitoring for prohibited behavior.
12. Complete, verify, and return all required reports, seating diagrams, forms, answer documents, and test booklets immediately after testing.
13. Document all irregularities and consult directly with MDE, ACT or Measurement, Inc., as appropriate, regarding actions to be taken.
14. Cooperate fully with MDE, ACT and Measurement, Inc., as appropriate, to investigate and resolve suspected or documented irregularities.

## Michigan Merit Examination (MME) Test Accommodations Coordinator Qualifications and Responsibilities—Spring 2009

*One individual at the school will need to serve as the Test Accommodations Coordinator for the MME. This individual may be the appointed Test Supervisor, Back-up Test Supervisor, or a different staff member. The individual must meet **ALL** of the following qualifications and agree to the listed responsibilities.*

### Qualifications and Responsibilities (you must meet *all* of the requirements below)

1. **Not be related to or guardian of any examinee participating in the MME with accommodations anywhere in Michigan this year. (Relatives or wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.)**
2. Be proficient in English.
3. Be experienced in testing and measurement.
4. Be a staff member of the school.
5. Have control over locked, limited-access storage at the school to secure test materials.
6. Ensure that the tests are administered in strict compliance with all policies and procedures as documented in each of three Supervisor's Manuals (one for each day of testing).

To avoid the appearance of a conflict of interest and to protect both the examinee and testing staff from allegations of impropriety, the Test Accommodations Coordinator must also:

1. Not be a private consultant or individual tutor whose fees are paid by a student (or the student's family) for whom accommodations are requested.
2. Not be engaged in test preparation activities for the ACT at any time during the current testing year (September 1 through August 31), except as specifically required by school contract. The normal duties of a counselor or teacher are **not** a conflict of interest, *provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.*
3. Not be involved in coaching high school or college athletics (applicable only if any student requesting accommodations participates in athletics). This qualification is in place to protect testing staff who administer the test to students individually or in very small groups without other testing staff present.

### Primary Responsibilities

- Determine which students need to apply for accommodations on the ACT, complete a request form for each, gather required signatures, and compile documentation. Consult with appropriate school personnel to determine accommodations for Day 2 and Day 3 materials to be ordered on the OEAA Secure Site.
- Ship completed accommodations request forms with the completed Test Accommodations Coordinator Header as a group to arrive at ACT no later than the required deadline of **December 1, 2008**, for ACT-Approved Accommodations or **January 23, 2009**, for State-Allowed Accommodations.
- Provide timely response to requests from ACT for additional information about individual students.
- Newly appointed Test Accommodations Coordinators must attend a mandatory half-day training workshop conducted by the Michigan Department of Education (MDE) and ACT staff to be held in October. For previously trained staff, attendance is recommended for updated information, but not mandatory.
- Train staff assigned to assist with the administration of tests to students approved for accommodations.
- Check-in all secure test materials shipped for students testing with accommodations and, in consultation with Test Supervisor, maintain security while materials are at the school.
- Arrange for all students to complete pre-test sections of their answer folders in a supervised session at school **before** test day. Affix bar code labels to examinees answer folders prior to test day.
- Arrange for all students to test within designated accommodations testing window using only the authorized accommodations and materials assigned to each student.
- Assign examinees to test rooms, separated by timing code with a room supervisor for each room. Separate students testing with ACT-Approved Accommodations from students testing with State-Allowed Accommodations.
- Complete, verify, and return to ACT all required reports, seating diagrams, forms, answer documents, and test booklets/alternate formats as directed immediately after the testing window.
- Document all irregularities and consult directly with MDE, ACT or Measurement, Inc. as appropriate, regarding actions to be taken.
- Cooperate fully with MDE, ACT and Measurement, Inc., as appropriate, to investigate and resolve suspected or documented irregularities.